



MARICOPA COUNTY
ENVIRONMENTAL SERVICES DEPARTMENT
AIR QUALITY DIVISION
1001 NORTH CENTRAL AVENUE, SUITE 200
PHOENIX, ARIZONA 85004

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**APPLICATION INSTRUCTIONS FOR THE AUTHORITY TO CONSTRUCT
AND/OR OPERATE A GASOLINE DISPENSING OPERATION
UNDER THE GENERAL AIR QUALITY PERMIT**

Facilities that qualify for an Authority to Operate (ATO) or Construct under the Maricopa County General Permit for Gasoline Dispensing Operations must use this form to apply for an ATO. Using this application, you will obtain an ATO under this General Permit faster and at a lower cost than if applying for an individual source permit.

Complete the application by typing or printing legibly. If the application is for a facility with a valid authority to operate under the gasoline general permit, no application fee is required. If the application is for initial coverage under the gasoline general permit, a fee must be submitted with the application. For non-resale operations with a gasoline throughput of less than 120,000 gallons per year, the fee is \$300. The fee for all others is \$335. If a Notice of Violation was issued for constructing and operating a facility without a permit, an additional \$70 is due with the application. The Department will send a billing to cover the annual administration fee.

You may qualify for coverage under this general permit if:

- you do not have any other activities at the site requiring an air quality permit,
- you do not have an obstruction at the bottom of the fill pipe that prevents the measurement of how far the end of the fill pipe is from the bottom of the tank (overfill protection flappers are OK) unless the screen and/or other obstruction in the fill pipe assembly is CARB-certified and the screen and/or other obstruction is removed prior to inspection by the Control Officer to allow measurements.
- each gasoline tank must have its own vapor return line to return the vapors to the tank truck if Stage I vapor recovery is required,
- your monthly and annual throughputs are less than those listed in the table below:

Controls	Maximum Monthly Limit	Rolling Twelve Month Limits
Uncontrolled (Non-resale)	10,000 gallons	120,000 gallons
Stage I Vapor Recovery	160,000 gallons	1,920,000 gallons
Stage I and II Vapor Recovery	740,000 gallons	8,880,000 gallons

If it is found that your facility does not qualify for coverage under this general permit, the application processing fee will be forwarded with your application for review as an individual source permit. If you are required to obtain an individual source permit, you will be billed later for the additional applicable permit fees.

All applicants must complete items 1 through 15 and the Technical Section. Please enter the **Standard Industrial Classification (SIC) code** in Item 8 as follows: **retail is 5541 and nonretail is 9920**. Sketch or attach a sketch or drawings showing the location of the gasoline storage tanks and Stage I Vapor Recovery System(s). If necessary, attach additional sheets to the application to provide all required information. Obtaining this ATO through fraud or misrepresentation may subject you to civil and criminal penalties.

The Maricopa County Air Pollution Control Rules and Regulations are available at the above address. To obtain a copy, contact the Department for information and costs or download them from our Internet site <http://www.maricopa.gov/envsvc>. **You may contact the Environmental Assistance Program at 602-506-6750 for assistance in completing the application package.** They may also be contacted by email through the web site <http://www.maricopa.gov/sbeap> and are located at the following address:

Environmental Assistance Program
1001 N. Central Ave, Suite 500
Phoenix, Arizona 85004



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ENVIRONMENTAL SERVICES DEPARTMENT
AIR QUALITY DIVISION
1001 N. Central Ave, Suite 200
Phoenix, Arizona 85004
(602) 506-6094
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DATE RECEIVED

LOG NUMBER

**APPLICATION FOR THE AUTHORITY TO OPERATE AND/OR
CONSTRUCT A GASOLINE DISPENSING OPERATION**

(As required by A.R.S. §49-480 and Maricopa County Air Pollution Control Regulations, Rule 200)

READ INSTRUCTIONS FIRST. ALL APPLICANTS MUST COMPLETE ITEMS 1 THROUGH 15.
ALSO COMPLETE THE TECHNICAL SECTION.

1. BUSINESS NAME:		DO NOT WRITE IN THIS SPACE
2. ADDRESS OF SITE:		
AZ ZIP:		
3. CONTACT AT SITE 3a. TELEPHONE AT SITE ()		
4. TYPE OF OWNERSHIP <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Owner <input type="checkbox"/> Other - - Specify: <input type="checkbox"/> Partnership <input type="checkbox"/> Government		
5. NAME AND MAILING ADDRESS OF OWNERSHIP:		
6. TELEPHONE OF OWNERSHIP: ()		6a. CONTACT AT OWNERSHIP
7. SEND ALL CORRESPONDENCE INCLUDING INVOICE AND PERMIT TO: COMPANY NAME: ADDRESS: CITY: STATE: ZIP CODE: ATTN:		
8. SIC (STANDARD INDUSTRIAL CLASSIFICATION) CODE(S):		9. EXISTING AIR POLLUTION CONTROL PERMIT NUMBER FOR THIS SITE, IF ANY:
10. IF OTHER THAN A GASOLINE RETAIL STATION, PROVIDE A BRIEF DESCRIPTION OF BUSINESS/PROCESS AT SITE:		
11. OPERATING SCHEDULE: HOURS PER DAY DAYS PER WEEK WEEKS PER YEAR		
12. PROJECTED DATE OF COMPLETION (IF NEW EQUIPMENT):		

13. THE AUTHORIZED CONTACT PERSON REGARDING THIS APPLICATION IS:

NAME _____ TELEPHONE _____
E-MAIL ADDRESS _____
TITLE _____ COMPANY _____

14. I CERTIFY THAT I AM FAMILIAR WITH THE OPERATIONS AND EQUIPMENT REPRESENTED ON THIS APPLICATION AND THE STATEMENTS AND INFORMATION PROVIDED HEREIN ARE TRUE, ACCURATE, AND COMPLETE BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY.

TYPE OR PRINT NAME AND TITLE
OF RESPONSIBLE OFFICIAL _____

DATE _____ SIGNATURE OF OWNER OR
RESPONSIBLE OFFICIAL OF BUSINESS _____

15. **SITE DIAGRAM:** DRAW A SITE LAYOUT SHOWING EQUIPMENT LOCATIONS AT THE SITE WITH APPROXIMATE DISTANCES TO THE PROPERTY LINES. SPECIFICALLY SHOW THE LOCATION OF TANKS, STAGE 1 VAPOR RECOVERY SYSTEM(S), FILL PIPES, AND VENT PIPES. INCLUDE ADJACENT STREETS, ROADS, OR HIGHWAYS



TECHNICAL SECTION

1. DESCRIBE TANKS – EXCLUDE DIESEL AND USED OIL TANKS:

TANK ID NUMBER	CAPACITY, GALLONS	DATE OF INSTALLATION	ABOVE GROUND OR UNDERGROUND	PRODUCT STORED

******Please note: All applicable questions below must also be answered to qualify for this General Permit******

2. TYPE OF OPERATION **RETAIL** ☐ **NON-RETAIL** ☐

3. THE FILL PIPE IS USED BY THE TANK TRUCK DRIVER TO PUT FUEL INTO THE STORAGE TANK. A SUBMERGED FILL PIPE MEANS THAT THE END OF THE FILL PIPE MUST BE TOTALLY COVERED BY LIQUID WHEN THERE IS 6 INCHES OF GASOLINE IN THE TANK.

a. IS EACH GASOLINE TANK EQUIPPED WITH A SUBMERGED FILL PIPE?

YES ☐ **NO** ☐

b. WILL YOU INSPECT THE EXTERNAL FITTINGS OF EACH FILL PIPE ASSEMBLY EACH WEEK (OR AT THE TIME OF EACH DELIVERY IF DELIVERIES ARE LESS THAN WEEKLY) TO ASSURE THAT CAP, GASKET AND PIPING ARE INTACT AND NOT LOOSE AND MAKE A RECORD OF THE INSPECTION?

YES ☐ **NO** ☐

All facilities must answer yes to questions 3.a. and 3.b. to qualify for coverage under this general permit

4. MULTIPLE FILL PIPES:

a. DO ANY TANKS INSTALLED AFTER 12/31/98 HAVE MORE THAN ONE FILL PIPE?

YES ☐ **NO** ☐ **N/A** ☐

b. IF YES, IS THERE A 2-POINT SYSTEM WITH A PROPERLY INSTALLED VAPOR RETURN PIPE CLOSE TO EACH FILL PIPE?

YES ☐ **NO** ☐ **N/A** ☐

If the answer is yes to question 4.a, then the answer must be yes to question 4.b. to qualify for coverage under this general permit

c. IF MORE THAN ONE FILL PIPE IS INSTALLED ON ANY TANK REGARDLESS OF THE TANK INSTALLATION DATE, WILL YOU PREVENT DELIVERY TO BOTH PIPES AT THE SAME TIME BY LOCKING ADDITIONAL PIPES SHUT OR BY USING OTHER PERMANENT MEANS?

YES ☐ **NO** ☐ **N/A** ☐

d. IF NO, ARE ALL FILL PIPES IN USE PART OF A 2-POINT VAPOR RECOVERY SYSTEM?

YES ☐ **NO** ☐ **N/A** ☐

- e. ALSO, WILL AN ADDITIONAL VAPOR RETURN HOSE FROM THE DELIVERY VESSEL BE ATTACHED TO THE VAPOR RETURN LINE ASSOCIATED WITH THE SECOND FILL PIPE BEFORE DELIVERY IS MADE TO BOTH PIPES AT THE SAME TIME?

YES ☐ NO ☐ N/A ☐

If the answer is no to question 4.c., the answer to questions 4.d. and 4.e. must be yes to qualify for coverage under this general permit.

5. OBSTRUCTIONS AT THE BOTTOM OF THE FILL PIPE WHICH PREVENT THE MEASUREMENT OF HOW FAR THE END OF THE FILL PIPE IS FROM THE BOTTOM OF THE TANK ARE NOT ACCEPTABLE UNLESS CERTAIN CONDITIONS ARE MET. ARE THERE SUCH OBSTRUCTIONS? NOTE: OVERFILL PROTECTION FLAPPERS ARE NOT CONSIDERED TO BE AN OBSTRUCTION.

YES ☐ NO ☐

6. a. IF THE ANSWER IS YES TO THE ABOVE, IS THE SCREEN AND/OR OTHER OBSTRUCTION CALIFORNIA AIR RESOURCES BOARD (CARB)-CERTIFIED?

YES ☐ NO ☐ N/A ☐

- b. IF SO, ARE YOU WILLING TO TEMPORARILY REMOVE THE SCREEN AND/OR OTHER OBSTRUCTION PRIOR TO INSPECTION BY THE CONTROL OFFICER TO ALLOW MEASUREMENTS?

YES ☐ NO ☐ N/A ☐

If the answer to question 5 is yes, then the answers to question 6.a. and 6.b. must be yes to qualify for coverage under this general permit.

7. **SPILL CONTAINMENT EQUIPMENT:**

- a. WILL THE SPILL CONTAINMENT RECEPTACLE BE KEPT CLEAN AND FREE OF FOREIGN MATERIAL AT ALL TIMES?

YES ☐ NO ☐

- b. WILL YOU INSPECT THE SPILL CONTAINMENT RECEPTACLE AT LEAST WEEKLY AND KEEP RECORDS OF INSPECTION AND CLEANING?

YES ☐ NO ☐

- c. BEFORE A DELIVERY VESSEL LEAVES THE PREMISES AFTER A DELIVERY WILL YOU:

- 1) REMOVE ANY GASOLINE IN A DISPENSING TANK'S SPILL CONTAINMENT RECEPTACLE

YES ☐ NO ☐

- 2) CONTAIN ANY GASOLINE REMOVED FROM A SPILL RECEPTACLE IN SUCH A WAY THAT VOC EMISSION IS PREVENTED; DISPOSAL IN CONFORMANCE WITH APPLICABLE HAZARDOUS WASTE RULES IS SUFFICIENT TO MEET THIS REQUIREMENT

YES ☐ NO ☐

- 3) ASSURE THAT ANY PLUNGER/STOPPER ASSEMBLY IS UNIMPEDED AND SEALING CORRECTLY

YES ☐ NO ☐

All facilities must answer yes to 7.a, b, and c. above for coverage under this general permit

8. VAPOR RECOVERY SYSTEMS, CHECK ALL THAT APPLY:

- a. **STAGE I VAPOR RECOVERY SYSTEM:** RETURNS VAPORS FROM THE GASOLINE STORAGE TANK BACK TO THE TANK TRUCK. IT IS REQUIRED FOR NONRETAIL TANKS WITH A THROUGHPUT OVER 120,000 GALLONS PER YEAR AS WELL AS FOR ALL RETAIL TANKS. CHECK WHICH TYPE OF STAGE I VAPOR RECOVERY SYSTEM YOU HAVE?

2-POINT ☐ COAXIAL ☐ * NONE ☐ **

- * COAXIAL SYSTEMS ARE NOT ALLOWED TO BE INSTALLED IN NEW INSTALLATIONS AFTER JUNE 16, 1999 OR REINSTALLED AFTER THIS DATE IN MAJOR MODIFICATIONS WHERE THE TOP OF THE TANK IS EXPOSED AND THE VAPOR PORT BUNG IS PRE-CONFIGURED TO ACCEPT VAPOR RECOVERY PIPING.
- ** THE ANSWER OF "NONE" CAN ONLY BE ACCEPTED FOR NONRETAIL TANKS WITH ANNUAL THROUGHPUT OF LESS THAN 120,000 GALLONS

b. **STAGE II VAPOR RECOVERY SYSTEM:** VAPORS FROM THE AUTOMOBILE GAS TANK ARE RETURNED TO THE GASOLINE STORAGE TANK.

YES ☐ NO ☐

9. WILL THE FACILITY ALWAYS MEET THE FOLLOWING GASOLINE THROUGHPUT LIMITS BASED ON THE TYPES OF CONTROLS THAT WILL BE INSTALLED:

TYPE OF CONTROLS	MAXIMUM MONTHLY LIMIT	ROLLING TWELVE MONTH LIMITS
NO VAPOR RECOVERY (NON-RETAIL)	10,000 GALLONS	120,000 GALLONS
STAGE I VAPOR RECOVERY	160,000 GALLONS	1,920,000 GALLONS
STAGE I AND II VAPOR RECOVERY	740,000 GALLONS	8,880,000 GALLONS

YES ☐ NO ☐

The answer to question 9 must be yes to qualify for coverage under this general permit

10. STAGE 1 VAPOR-RECOVERY SYSTEM CONFIGURATION - IF YOU ARE A NONRETAIL GASOLINE OPERATION WITH AN ANNUAL THROUGHPUT OF LESS THAN 120,000 GALLONS PER YEAR, MARK THE N/A BOX AND SKIP TO QUESTION 12, OTHERWISE COMPLETE QUESTIONS 10 and 11.

N/A ☐

a. WILL YOU REPLACE ANY PARTS OF YOUR STAGE I VAPOR RECOVERY SYSTEM FOR WHICH THERE IS A CARB SPECIFICATION WITH ONLY CARB-CERTIFIED COMPONENTS?

YES ☐ NO ☐

The answer to question 10.a. must be yes to qualify for coverage under this general permit

b. DID YOU REPLACE ANY PARTS OF A STAGE I VAPOR RECOVERY SYSTEM AFTER JUNE 15, 1999?

YES ☐ NO ☐

c. IF THE ANSWER TO THE ABOVE QUESTION IS YES, DID ALL PARTS OF YOUR STAGE I VAPOR RECOVERY SYSTEM FOR WHICH THERE IS A CARB-SPECIFICATION GET REPLACED WITH ONLY CARB-CERTIFIED COMPONENTS?

YES ☐ NO ☐

If the answer is yes to 10.b. above, you must answer yes to 10.c. to qualify for coverage under this general permit

d. ARE ALL VAPOR RETURN LINES FROM YOUR GASOLINE STORAGE TANKS EQUIPPED WITH CARB-CERTIFIED, SPRING LOADED, VAPOR TIGHT, POPPETTED DRY BREAK VALVES?

YES ☐ NO ☐

e. WILL YOU INSPECT THE VAPOR VALVES WEEKLY TO DETERMINE IF CLOSURE IS COMPLETE AND GASKETS ARE INTACT AND MAINTAIN A RECORD OF THE INSPECTION?

YES ☐ NO ☐

The answer to questions 10.d. and 10.e. must be yes to qualify for coverage under this general permit

f. DO YOU HAVE ABOVE GROUND GASOLINE STORAGE TANKS?

YES ☐ NO ☐

g. IF YOU HAVE ABOVE GROUND GASOLINE STORAGE TANKS, DO THEY OR WILL THEY (FOR NEW INSTALLATIONS) HAVE CARB-CERTIFIED FITTINGS WHEREVER CARB SO SPECIFIES?

YES ☐ NO ☐ N/A ☐

If the answer is yes to 10.f. above, the answer to 10.g. must be yes to qualify for coverage under this general permit.

h. DO YOU HAVE TANKS INSTALLED AFTER JUNE 16, 1999?

YES ☐ NO ☐

i. FOR TANKS INSTALLED AFTER JUNE 16, 1999, ARE CARB-CERTIFIED FITTINGS USED EXCLUSIVELY WHEREVER CARB SO SPECIFIES?

YES ☐ NO ☐ N/A ☐

j. FOR TANKS INSTALLED AFTER JUNE 16, 1999, DOES EACH GASOLINE TANK HAVE ITS OWN SEPARATE, FUNCTIONING 2-POINT VAPOR RETURN LINE?

YES ☐ NO ☐ N/A ☐

If the answer is yes to 10.h. above, the answers to 10.i. and 10.j. must be yes to qualify for coverage under this general permit.

k. IF YOU INSTALL A NEW TANK, WILL IT HAVE ITS OWN SEPARATE, FUNCTIONING 2-POINT VAPOR RETURN LINE?

YES ☐ NO ☐

The answer to this question must be yes to qualify for coverage under this general permit.

11. STAGE I VAPOR RECOVERY SYSTEM EQUIPMENT MAINTENANCE AND USE:

a. WILL YOU TAKE RESPONSIBILITY FOR ASSURING THAT THE REQUIRED STAGE I VAPOR RECOVERY EQUIPMENT IS PROPERLY CONNECTED AND IN USE AT ALL TIMES WHILE GASOLINE IS ACTIVELY BEING DROPPED/DELIVERED?

YES ☐ NO ☐

b. WILL YOU REFUSE DELIVERY OF GASOLINE FROM A DELIVERY VESSEL WHICH DOES NOT BEAR A CURRENT PRESSURE TEST CERTIFICATION DECAL ISSUED BY THE CONTROL OFFICER UNLESS THE FACILITY IS UNATTENDED OR THERE IS ONLY ONE PERSON UNDER CONTROL OF THE GASOLINE DISPENSING OPERATION?

YES ☐ NO ☐

The answer to question 11.a. and 11.b. above must be yes to qualify for coverage under this general permit.

12. EXCEPT FOR NON-RESALE OPERATIONS WITH AN ANNUAL GASOLINE THROUGHPUT OF LESS THAN 120,000 GALLONS/YEAR, EACH GASOLINE TANK MUST HAVE ITS OWN LINE FOR RETURNING VAPORS TO THE TANK TRUCK. IF YOUR FACILITY IS REQUIRED TO HAVE STAGE I VAPOR RECOVERY, DOES EACH GASOLINE TANK HAVE ITS OWN VAPOR RETURN LINE?

YES ☐ NO ☐ N/A ☐

Unless exempted from the requirement because you qualify as a small nonresale operation, you must answer yes to this question to qualify for Coverage under this general permit.

13. **OTHER RECORDKEEPING REQUIREMENTS:**

- a. WILL YOU KEEP RECORDS OF THE TOTAL AMOUNT OF GASOLINE RECEIVED AT THE FACILITY EACH MONTH?
- YES** ☐ **NO** ☐
- b. WILL YOU CALCULATE AND RECORD MONTHLY THE ROLLING TWELVE MONTH TOTAL OR THE LAST COMPLETE MONTH PLUS THE PREVIOUS 11 MONTHS BY THE END OF THE FOLLOWING MONTH?
- YES** ☐ **NO** ☐
- c. WILL YOU KEEP RECORDS OF REPAIRS, REPLACEMENTS, AND MODIFICATIONS OF ANY COMPONENT OF THE STAGE I VAPOR RECOVERY SYSTEM?
- YES** ☐ **NO** ☐ **N/A** ☐
- d. WILL YOU RETAIN ALL RECORDS REQUIRED BY THE PERMIT FOR FIVE YEARS AND MAKE THEM AVAILABLE TO THE CONTROL OFFICER UPON REQUEST?
- YES** ☐ **NO** ☐

All facilities must answer yes to questions 13.a. , b. and d. to qualify for coverage under this general permit. Non-resale facilities with throughput greater than 120,000 gallons per year and all retail operations must also answer yes to 13.c.